Fairfield Center School
Facility Conditions of Use
(In-House and Community Programs)

Purpose: To provide space availability with the understanding that the areas have a priority to education, and the contents are property of the respective teachers.

Conditions for use: Event organizers are responsible for all of the people involved in the use of the requested space. This includes staff, students, parents and siblings of the students involved in the event. Event organizers are also responsible for leaving the area in the same or better condition than when the event started.

Conditions by area:

Gym
1. Any use of any equipment must be pre-approved by the Physical Education Staff in writing.
2. The hallway is not a play area for children not involved in the event. All children must be supervised.
3. After use, all trash needs to be picked up, floors dust mopped, and sweepings put in the trash.
4. Climbing on the bleachers when they are closed is prohibited.
5. Any equipment provided by the Abbey is off limits to use by others unless approved.
6. After use, all trash needs to be picked up, floors dust mopped, and sweepings put in the trash.
7. Activities are not permitted to unplug any equipment used by the Abbey any product loss will be the responsibility of the event organizer.
8. Special set up is the responsibility of the event staff.

Library
1. The use of any equipment must be pre-approved by the Library Staff in writing.
2. Tables must be returned to their original position and chairs must be stacked five high.
3. After use, all trash needs to be picked up, and the space left in the same condition before use.

Classroom/Conference room
1. All food or drink must be pre-approved.
2. The use of any equipment must be pre-approved by the Area Staff in writing.
3. After use, all trash needs to be picked up, and the space left in the same condition before use.

Fairfield Center School encourages the use of our facility by our in-house programs and community. When custodial and rental charges are not involved the clean-up needs to be the responsibility of the staff organizing the event and the participants. Fairfield Center School also reserves the option to deny continued use of our space to those who choose not to adhere to the above conditions.